



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

POSITION:

Student Assistant

Approximately 20 Hrs. Per Week/

Approximately 30 Hrs. Per Week during Summer

POSITION LOCATION:

Health and Human Services Data Center (HHSDC)

Acquisition Services Program

1651 Alhambra Blvd.

Sacramento, CA 95816

DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS

(Free Parking Available)

SALARY:

\$7.86 - \$10.46

Duties/Responsibilities:

Under the general direction of the Major IT Acquisition Unit Supervisor in the Acquisition Services Program, assist with the data gathering and data entry related to the procurement of major IT equipment. This includes, but it not limited to, researching information as requested, gathering and documenting information related to contract details and status, and assisting in the processing of purchase orders.

Minimum Qualifications:

- Ability to maintain good attendance and be dependable
- General knowledge of a PC to access software applications
- Ability to type 40 wpm
- Ability to file alphabetical and numerical
- Good analytical and organizational skills
- Good communication skills with co-workers and good telephone skills
- Ability to follow oral and written instructions



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Desirable Qualifications:

- Ability to follow directions, prioritize and work independently
- Good written and verbal communication skills
- Ability to use appropriate resources to help resolve problems and make decisions
- Ability to set priorities when multi-tasking
- Ability to stay focused to accurately and quickly complete a task
- Ability to adapt and be flexible in a changing work environment
- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs

Who May Apply:

This position is open to students who are currently enrolled in a minimum of six (6) semester units and have a minimum G.P.A. of 2.0 in any accredited college or university. Proof of enrollment and official transcripts of all prior college coursework must be provided prior to employment.

Current HHSDC students are eligible to apply.

Inquiries regarding this position may be directed to Ginny Leonard (916)739-7682.

HOW TO APPLY:

If you are not currently working for the State of California as a student assistant, please submit a CSUS Foundation application at the CSUS Foundation located at:

CSUS Human Resources
6000 J Street, Room 300, 3rd Floor (Bookstore Building)
Sacramento, CA 95819

You may access CSUS application on their web-site: www.foundation.csus.edu.
Current HHSDC student assistants must submit a signed state application (STD 678) and resume to the:

Health and Human Services Data Center
Human Resources
ATTN: Joyce Warren
P.O. Box 215831
Sacramento, CA 95816



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Applications and resumes sent via e-mail or fax will not be accepted.

Applications must indicate CSUS # 0105SES007 and/or RPA# 05-189.

Please visit our web-site at <http://www.hhsdc.ca.gov>

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.